



Loudoun County, Virginia

www.loudoun.gov

Department of Financial Services / Assessor's Office

1 Harrison Street, SE, 4th Floor, P.O. Box 7000, Leesburg, VA 20177-7000

703.777.0290 • Fax 703.771.5234

Dear Taxpayer:

If you have submitted a Land Use Application for an Open Space assessment, please complete the Open Space Use Agreement available on the County's website www.loudoun.gov or from the Assessor's Office at the address listed above. Please note that the parcel(s) will not be eligible for this Program until verification that all requirements of the Program are met. This includes conforming with the County Master Plans. ***Be aware that placing an Open Space Agreement on your property may preclude you from building a house or similar structure on the property.***

1. One Open Space Agreement must be completed for each parcel of land.
2. **Do not provide a date on the first page. This will be completed after the Board of Supervisors signs the Agreement.**
3. You must provide the correct legal description as it appears on the deed. You must also provide the Assessor's Office with a photocopy of the deed, which can be obtained from the Office of the Clerk of the Circuit Court in Loudoun County (Exhibit A).
4. On page 3, item 3 of the Agreement, please insert appropriate length of Agreement.
5. The Open Space Agreement must be signed in the presence of a Notary. Return the signed and notarized Agreement to this office and the Assessor's Office will forward it to the Board of Supervisors for signature. The Agreement must be signed by the Board of Supervisors before it can be recorded in the Office of the Clerk of the Circuit Court. We request that you submit the Agreement to us no later than November 1, 2004, so that we may process these documents.
6. The Open Space Agreement must be recorded by December 31st in the Office of the Clerk of the Circuit Court in Loudoun County. A copy of the recordation must be provided to this office.

Should you have any questions, please do not hesitate to contact The Department of Financial Services Assessor's Office at 703.777.0290.